



ACCOUNT NAME: _____

CHART STRING: _____

SYRACUSE UNIVERSITY

Graduate Student Organization

Expenditure Pre-Approval Form

Name of Organization _____

Full Description Event _____

Expected Date of Event _____ / _____ / _____

Person Requesting Funds _____

Phone _____

Title In The Organization _____

Email _____

Our organization is requesting to expend and estimated sum of \$_____ for the event listed above from our graduate Student Organization account. We have budgeted a total amount of \$_____ for the event and our organization understands that if we overspend more than 20% of the estimated cost we submitted to the Graduate Student Organization for this event, our organization is liable for the amount overspent—not the Graduate Student Organization.

- Please save original itemized receipts for all purchases (copies **not** acceptable).
- You must submit this form to the Graduate Student Organization 2 weeks prior to the date of the event.
- No reimbursement will be issued for sales tax; tax-exempt forms may be issued prior to purchasing, if applicable.
- No reimbursement will be made for alcoholic beverages.

*This form must be signed by the GSO Comptroller **prior** to the event in order to receive reimbursement.*

Signature of Authorized Signatory for the Organization

Title of Signatory

Date

Signature of GSO Comptroller

Date
